

CITY OF HAYWARD

POLICE LIEUTENANT

DEFINITION

To command an assigned shift of the Police Department; may be assigned to other tasks such as planning and research, training, and/or community services.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a higher level command officer.

Responsibilities include direct and sometimes indirect supervision of sworn and non-sworn personnel.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

1. Assigns and supervises the work of subordinate sergeants, detectives, police officers and civilian personnel on various shifts.
2. Insures effective operation on assigned shift of headquarters office functions, including desk work, communications, clerical operations and the searching and handling of prisoners.
3. Conducts and assists with investigations.
4. Prepares reports and reviews reports of subordinates to determine completeness and accuracy.
5. Trains, evaluates work performance, and disseminates information to subordinates.
6. Acts as liaison with other City departments and other law enforcement agencies and may represent the department at interdepartmental and/or public meetings.
7. Reviews and recommends on effectiveness of workforce allocation and assists in budget preparation.
8. Makes oral presentations to the public and is responsible for staff functions and other administrative duties.

City of Hayward
Police Lieutenant (Continued)

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of crime scene search-preservation and handling of evidence.
- B. Knowledge of criminal investigation and apprehension and arrest techniques.
- C. Knowledge of crime prevention methods.
- D. Knowledge of police administration and supervisory techniques.
- E. Knowledge of pertinent Federal, State and local laws and ordinances, particularly with reference to arrest, search and seizure and evidence.
- F. Ability to effectively deploy and review work of officers and special investigation details.
- G. Ability to analyze law enforcement problems and adopt an effective course of action.
- H. Ability to control and coordinate operations and handle several operations at the same time.
- I. Ability to interpret written laws, policies and procedures.
- J. Ability to handle personnel grievances and related problems.
- K. Ability to take charge in particularly difficult cases and assist officers in unusual incidents.
- L. Ability to prepare and summarize detailed reports in a clear, concise and accurate manner.
- M. Ability to establish and maintain effective public relations.
- N. Ability to communicate effectively orally and in writing.
- O. Possession of personal characteristics of truthfulness, persuasiveness, tact and patience, dependability and responsibility, decisiveness, integrity and good judgment.

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EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of current increasingly responsible sworn experience in municipal police work, including at least two years in a supervisory capacity at the rank of Police Sergeant.

Education:

Equivalent to completion of the twelfth grade supplemented by college courses in police science. A Bachelor's degree in a related field is preferable as is eligibility for a POST advanced certificate but not required.

License:

Possession of a valid Class "C" California Drivers License.

PROBATIONARY PERIOD: One Year

555CS90

Revised August 1998

AAP GRP: 6

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

GM: